

June 28, 2013

To: Executive Board

Subject: **Fleet Maintenance Audit Results**

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## **Recommendation**

Receive and file the results of the Fleet Maintenance Audits conducted in April 2013.

## **Analysis**

Foothill Transit regularly conducts quarterly maintenance audits of its buses utilizing an independent contractor. This year Foothill Transit hired Vehicle Technical Consultants (VTC) to perform the audit.

VTC specializes in vehicle maintenance management, vehicle engineering and quality assurance oversight. Their staff is well-versed in the fields of alternative fuels, preventive maintenance, and new bus quality assurance and vehicle condition assessments.

The audit was performed at Pomona and Arcadia over a two-day period at each location. Thirty buses from each maintenance facility are pre-selected prior to the day of the audit. VTC performed a thorough physical inspection of the buses, operated all systems and inspected for proper operating condition. VTC also took readings of the air conditioned interior temperatures, tire tread depth, tire pressure readings, and overall mechanical and aesthetic inspection.

The independent maintenance audit is an effective approach to validate the quality of contractor maintenance efforts. All vehicles must meet or exceed industry as well as Foothill Transit standards for safety, mechanical condition, preventive maintenance inspections, appearance, and maintenance record keeping. These inspections are in addition to and complement California Highway Patrol (CHP) annual fleet and terminal audits required by law.

After each inspection the contractor is supplied with a detailed inspection report and is responsible for making any repairs identified within a reasonable period of time. All "Out of Service" items pertaining to Safety or Customer Standard must be repaired before the bus resumes service.

## **Inspection Results**

### ***Arcadia:***

Vehicle Condition Inspection –There were seven buses noted with out-of service defects, which required pulling the buses out-of-service. The conditions included

inoperable fire suppression system, loose seat mounts, and emergency egress windows that were inoperable.

**Preventive Maintenance Inspection (PMI) performance** – The contractors are required to conduct routine PMI and servicing at intervals of 6,000 miles/30days or the recommended vehicle manufacturers specifications. PMI performance was favorable with an average miles between PMIs for all thirty buses was 5,943 miles with average days between PMIs at 39 days.

**File Review** – The file review focuses on the completeness of the buses historical file. The file review looks at work orders, corrective actions, fluid analysis and other inspection reports. No issues were identified with Department of Transportation (DOT) inspections found in the file. Overall file system met requirements, except for some outdated or missing oil and transmission fluid samples.

### ***Pomona:***

**Vehicle Condition Inspection** –Pomona also had seven buses noted with out-of service defects, which required pulling the buses out-of-service. The conditions included missing retaining pins, loose throttle pedal pivot pin, inoperative rear door sensitive edge, and unsecured interior air duct and rear seat sections.

**Preventive Maintenance Inspection (PMI) performance** – The contractors are required to conduct routine PMI and servicing at intervals of 6,000 miles/30 days or the recommended vehicle manufacturers specifications. PMI performance was favorable with an average miles between PMIs for all thirty buses was 5,795 miles with average days between PMIs at 42 days.

**File Review** – The file review focuses on the completeness of the buses historical file. The file review looks at work orders, corrective actions, fluid analysis and other inspection reports. No issues were identified with Department of Transportation (DOT) inspections found in the file. The CNG tank inspection records were not found on all buses but there were electronic records to support their inspections. The oil and transmission fluid analysis program was kept on file and kept current.

The chart below shows the changes from the first quarter audit in January 2013 to the second quarter audit in April 2013. This shows an overall improvement in the condition and maintenance for Foothill Transit's fleet by contractors at the Arcadia and Pomona Operations and Maintenance facilities.

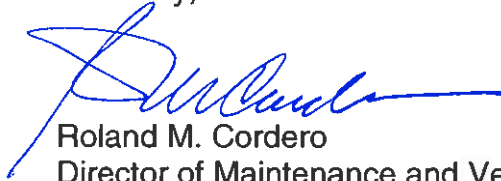
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	ARCADIA			POMONA		
	Jan. '13	April '13	% Change	Jan. '13	April '13	% Change
Vehicle Conditions Detected	17	7	58.82%	13	7	46.15%
PMI Performance (Miles)	5,406	5,943	-9.93%	5,711	5,795	-1.47%
File Review Issues	15	15	0.00%	7	7	0.00%


## Budget Impact

Funding for the bus inspection audits is included in Foothill Transit's Fiscal Year 2014 Business Plan.

Sincerely,



Roland M. Cordero  
Director of Maintenance and Vehicle Technology



Doran J. Barnes  
Executive Director